

TAB

8 April 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-801-11

SUBJECT: Routing and Control of In-Service Actions

RESCISSION: Routing of In-Service Actions, Flow-Chart,
dated 1 September 1953

1. The attached flow-chart establishes new procedures for processing in-service personnel actions. (The term "in-service personnel actions", as used in this instruction, includes the following actions: Reassignment, Promotion, Change to Lower Grade, Change in Career Designation, Suspension, Name Change, and other actions which are routinely reviewed by the Placement and Utilization Division.) The Position Control Section, Transactions and Records Branch (TRB), Processing and Records Division (PRD), is responsible for the maintenance of control records for such actions.

2. The In-Service Action Control Card (Attachment 2) will be placed in the Position Control File to reflect the current status of any in-service action in process. Upon receipt of an in-service personnel action request (Step 4 on the attached flow-chart), the appropriate position control clerk will prepare an In-Service Action Control Card, noting the type of action requested at the bottom of the card, and insert it in the appropriate Position Control File. This card will be used to record the status and location of the request until action has been completed and the Official Personnel Folder has been returned to the file section, TRB.

3. Form No. 37-132, In-Service Action Routing Sheet, dated 1 November 1953, has been revised as indicated in Attachment 3.

Attachments

Received by
20-801-14 (51-52)
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[Redacted]

George E. Meloon
Deputy Assistant Director
for Personnel

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